



On June 26, 2006, the new Citrus Heights Police Department launched and is providing extraordinary customer and community services with its new employee-based department. With 121 positions in the department, top talent has been hired from throughout the State to build a first-rate team. We promise you an exhilarating, once-in-a-lifetime opportunity — both professionally and personally — by joining the Citrus Heights Police Department and helping to build a respected, responsive law enforcement legacy. Come join our newly configured department.

Known for his innovation, participatory management style, and solid community orientation, Police Chief Christopher Boyd is building a new kind of police department. As part of Chief Boyd's approach to police management and services, the Police Records Supervisor will be responsible for delivering excellence in the daily business operations of the Police Records Unit and providing records and information to Police Department staff, other law enforcement agencies, and the public. If you are seeking the challenges and opportunities available in a totally new police department, we invite you to join our premier team.

For the latest information on our new police department, including news, equipment, benefits and much more, please visit www.joinchpd.net

THE POSITION

The Police Records Supervisor reports to the Support Services Commander and is responsible for planning, organizing, directing, and supervising the activities of the Police Records Unit. The unit is staffed by six Police Records Assistants, whose combined experience averages six years of police records experience. The Records Supervisor will normally be assigned to day shift (5/8) with weekends and regularly-observed holidays off. The incumbent will perform as a working supervisor, ensuring work quality and adherence to established policies and procedures while performing the more technical and complex tasks and providing administrative and analytical support to higher level management staff. The position is included in the City's management team and receives management benefits. The probationary period is 12 months and may be extended for an additional three months.

IDEAL CANDIDATE

- Possesses proven ability to organize, implement, direct and maintain police record-keeping systems according to legal requirements, departmental procedures and accepted standards.
- Assumes responsibility for overall security and confidentiality of a variety of department records.
- Demonstrates self-initiative and leadership ability.
- Has the ability to supervise, evaluate, select, and train Records Unit personnel.
- Relishes innovation and thinks progressively.
- Works under pressure, exercises good judgment and makes sound decisions in a variety of situations.
- Listens actively, uses effective questioning techniques, and expresses himself/herself in English in a clear, distinct, and understandable manner when speaking.
- Focuses work effort to carry out the City's Customer Service philosophy of actively listening, addressing customer concerns, and providing services at a level that exceeds customer expectations.
- Thrives in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Identifies and generates "a better way of doing things" by viewing issues or problems as opportunities for improvement rather than as obstacles.
- Treats all individuals encountered, equally and with respect, basing actions on honor and ethics.

MODERN FACILITIES AND STATE-OF-THE-ART TECHNOLOGY

The Police Department is housed in an 18,000 square foot building which has just been expanded and upgraded for use by the new Police Department. This facility includes a brand new 911 Dispatch and Communications Center with state-of-the-art voice and data systems, as well as the Spillman Technologies CAD/RMS system which is fully integrated with the Records Unit. In addition, we have recently implemented a City-wide GIS system, document imaging system, and Intranet which are being utilized by the new department.

COMPENSATION AND BENEFITS

\$46,946 - \$56,335 annually. The City's Pay-for-Performance system recognizes employees for their accomplishments and compensates them with a blend of annual base salary increase and annual incentive award (bonus). This unique system replaces the 5% step system and annual COLA. You will have the ability to differentiate yourself and your related compensation. This unique and powerful system is a core component in the City's human resources system.

The City offers first class benefits, including: 100% City-paid CalPERS retirement (2.7% @ 55); 17 days of Annual Leave (to be used for vacation or sick time); 5 days of Long Term Medical Leave; 14 paid holidays (12 regularly observed and 2 floaters); \$1,013 monthly City contribution toward health insurance (effective 01/01/06) and if alternative health care coverage is demonstrated, a \$500/month cash-out may be added to salary or deferred compensation; and fully paid dental, vision, life, and short-term/long-term disability insurance. The City does not participate in Social Security, but does participate in State Disability Insurance (SDI).

Police Records Supervisor

\$46,946 - \$56,335

**Open until Filled or
No Later than 08/18/06**

**(Actively Screening and
Interviewing as Received)**

CONSTRUCT A LEGACY, STRIKE A BALANCE, BUILD A CAREER...

The Police Records Supervisor, as a member of the City's management team, receives 10 days of Management Leave, a \$100,000 life insurance policy, and up to a 3% City matching contribution to a 457 deferred compensation program. More detailed information about the City's benefit program is available at www.joinchpd.net.

One-Time Recruitment Incentive: In launching the new department, the City is offering to all individuals hired into police specific positions an Annual Leave accrual rate based upon their years of service with their current public sector, law enforcement employer. In addition, a \$1,500 relocation assistance award will be made to individuals who currently live more than 60 miles from the City of Citrus Heights and relocate closer to the City.

MINIMUM QUALIFICATIONS FOR POLICE RECORDS SUPERVISOR

A typical way to obtain the required knowledge and abilities is listed below. A combination of experience and training that would provide the required knowledge and abilities may be qualifying based on the City's determination. Meeting the minimum qualifications requirements does not guarantee an applicant an invitation to the next step(s) in the selection process. The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Only the most qualified applicants as determined by the City will be invited to the next step(s) of the selection process. Additional information regarding this position and related qualifications is available in the job description on-line at www.joinchpd.net

- **Experience and Training:** Four years of police records experience, including one year of lead supervisory responsibility. Completion of California P.O.S.T. certified Public Records Act course is highly desirable.
- **Education:** Equivalent to completion of the 12th grade.
- **License or Certificates:** May need to possess a valid California Driver's License and proof of automobile liability insurance.

APPLICATION PROCESS

To be considered for this position, you must submit: a completed, official City Employment Application and responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting www.CalOpps.org to complete the City Employment Application and Supplemental Questionnaire. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application and Supplemental Questionnaire by visiting www.joinchpd.net and downloading these materials, or you may request these materials by calling the City's Recruitment Hotline at (916) 727-4900. Submit hard copy application materials to: City of Citrus Heights/Human Resources, Attention: Police Records Supervisor Recruitment, 6237 Fountain Square Drive, Citrus Heights, CA 95621. **No postmarked, faxed, or e-mailed materials will be accepted.**

SCHEDULE AND EXAMINATION/SELECTION PROCESS

Selected candidates will be referred for a first interview and those candidates recommended forward will be interviewed by the Police Chief and/or designee. The finalist(s) will be required to complete a CA P.O.S.T. Personal History Statement and will be subject to a polygraph examination and background investigation using P.O.S.T. guidelines (<http://www.post.ca.gov/selection/>). Upon receipt and review of the background report, a conditional offer of employment may be made, and the final candidate must then pass medical, drug/alcohol screening, and psychological examinations conducted by a City-appointed physician.

METHOD OF COMMUNICATION

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

ADDITIONAL INFORMATION

You may obtain additional information about this recruitment at www.joinchpd.net, calling Human Resources at (916) 727- 4900, or e-mail at joinchpd@citrusheights.net.

ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

Closing Deadline: This recruitment is Open until Filled or No Later than: 5:00 P.M., August 18, 2006. We will be actively screening and interviewing application materials as they are received. No postmarked, faxed, or e-mailed application materials will be accepted.

This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.

The City of Citrus Heights is an Equal Opportunity Employer and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all job applicants must prove authorization to work in the United States at the time of job offer.